



## Salesperson Licence Renewal Application

Complete **all** of the information - New salesperson applicants **cannot** use this form to apply.

### SECTION A Salesperson Information - please print clearly

Last name \_\_\_\_\_ First name \_\_\_\_\_

DOB      /      /      Salesperson Licence #: \_\_\_\_\_ Expiry Date      /      /       
mm / dd / yyyy mm / dd / yyyy

Home phone (      ) \_\_\_\_\_ Cell phone (      ) \_\_\_\_\_ Email \_\_\_\_\_

Home address \_\_\_\_\_  
(Suite/Apt#) (Street address)

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

### SECTION B Eligibility Questions

1. Since the date of your last criminal record check submitted to the VSA, have you been convicted of, or are you currently charged with, or being investigated for, any criminal or other offence under any federal or provincial legislation, or under the law of any foreign jurisdiction?  Yes  No  
If yes, attach a copy of the offense, date of offense and outcome.
2. Since the date of your last application, have you had a licence in any regulated industry (e.g. real estate, motor dealer, brokerage or insurance) revoked in Canada or any other jurisdiction under your current name or any other name or alias?  Yes  No  
If yes, provide details: \_\_\_\_\_
3. Current employer(s): \_\_\_\_\_

### SECTION C Payment Information 1 year renewal: \$150 + CE Unit: \$55

- Late fee of \$30 will be charged if renewal is received after your renewal date.  Late fee of \$75 will be charged if renewal is received past 30 days from your renewal date.

**\*Note: faxed renewals must be paid by credit card. VSA license fees are non-refundable.**

Method of Payment  Visa  Mastercard  Cheque - enclose and mail, or deliver to address below.

Credit Card # \_\_\_\_\_ Expiry      /       
mm / yy

PRINT Name—Cardholder

Signature—Cardholder

#### Certification of Facts and Accountability

I certify that, as the applicant for licensing, all information and statements contained in this application and any attachments are true and complete. As a licensed salesperson, I understand that I am accountable to the *Motor Dealer Act* and all related Regulations as well as any General Guidelines issued by the Registrar of Motor Dealers and/or the Vehicle Sales Authority of BC.

#### Return the completed Renewal Application with the appropriate fees to:

**Vehicle Sales Authority of BC**  
280-8029 199 Street | Langley, BC | V2Y 0E2  
or by fax: 604.574.5883  
or renew online: <https://industryservices.mvsabc.com>

Legal name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date      /      /       
mm / dd / yyyy

Salesperson Licence # \_\_\_\_\_

#### Renewing your Salesperson Licence

In order to remain in compliance with the *Motor Dealer Act* and Regulations you must apply for renewal no later than 14 days prior to your expiry date. If you are not currently working in the industry, but plan to return soon, then you must renew your licence before the expiry date in order to avoid a late or re-installment fee. For assistance, contact the Licensing department: 604-575-7253.

#### Online

Renew online at <https://industryservices.mvsabc.com>.

**By Fax, Email, Mail or In Person** (Telephone renewals are not accepted)

#### Continuing Education

You will be given online access to the Continuing Education (CE) unit in an email after your payment information is processed. As online access to the CE course is provided upon payment, cancellations, transfer and substitution policies do not apply.